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U. S. DEPARTMENT OF AGRICULTURE  
WAR FOOD ADMINISTRATION

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JUL 8-1943

PROCEDURE FOR CLEARANCE OF INTERSTATE AND FOREIGN WORKERS

U. S. DEPARTMENT OF AGRICULTURE

E. F. L. Circular No. 4

1. Farmer places order with county farm labor office (understanding that interstate and foreign workers can be furnished only on signed contractual agreement showing living conditions, kind of work, kind of workers desired, wages, transportation arrangements, etc.).
2. County farm labor office certifies to the State extension office the need for workers which cannot be met within the county.
3. State office analyzes county reports-- studies possibility of fulfilling need in deficit counties by securing workers from counties which indicated surpluses or "no deficit."
4. State extension director (State labor office) consults with State USES director to determine possibility of meeting State's needs from registrations in offices of USES within the State.
5. State extension director (State labor office) certifies State's needs for interstate workers to Deputy Administrator, War Food Administration. (This certification is based on definite orders from producers.)
6. State USES director notifies appropriate regional office of USES of need for workers within the State simultaneously with certification of need to Deputy Administrator, War Food Administration, by the State extension director.
7. Regional office of USES immediately notifies Deputy Administrator, War Food Administration, if any workers are available for farm work in their region.
8. Deputy Administrator, War Food Administration, notifies specific State offices of USES through the appropriate regional offices of the need for workers in \_\_\_\_\_ (State) and directs them to launch a recruitment program to meet the need. Such notices and directives will be issued in areas in which the Deputy Administrator, War Food Administration, may determine that workers may be located.
9. When workers in one State are registered for transporting to another State, the local office of USES will contact the labor office of the State Extension Service to appraise local needs and to secure proper clearance for workers. Workers recruited in one State as a result of directives from the Deputy Administrator, War Food Administration, to meet a need in another State may be released for use only in the State in which they were recruited, after consultation with the Deputy Administrator.



10. The State which originated the request for workers will be informed promptly through the Deputy Administrator of progress being made to secure interstate workers to meet their needs.
11. When workers are located, the following procedure will be followed:
  - a. The Deputy Administrator will notify the producer to receive such workers promptly through the State and county extension labor offices. If the workers elect to furnish their own transportation to the producer's farm, he (the producer) will be informed of the time they will arrive.
  - b. If necessary to furnish transportation for the workers--
    - (1) The farmer may advance such cost through the Deputy Administrator, whose office will purchase transportation via common carrier and organize the workers into a group with a leader who will be responsible for supervision of the workers en route.
    - (2) If transportation is to be at Government expense, the regular procedure will be followed.

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